

External - Job Order Detail

The State of Montana is an equal opportunity employer

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations

Bureau: Human Rights

Date Posted: 02/04/2009

Job Category: Business and Financial Operations

**Position
Number:** 66204027

Position Title: EQUAL OPPORTUNITY SPECIALIST/DISCRIMINATION INVESTIGATOR

Location: BILLINGS

Job Status: Full Time Permanent

Salary: \$37,490.00 to \$46,862.00

Salary Unit: Yearly

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 06

Closing Date: 02/23/2009

**Supplement
Required:** Yes

Applications must be received by Midnight on the closing date.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be used.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: (406) 444-3685

TTY: (406) 444-0532

E-mail: dliapps@mt.gov

Special Information:

Position requires excellent communication, time management, writing, and analytical skills; and must be able to work independently in an organized manner to meet strict

deadlines. Position requires extensive use of computer for word processing and electronic mail. Some irregular hours, some travel and occasional overnight travel is required to conduct investigations; also, periodic travel to Helena for training and meetings. The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

For further information about DLI job postings and job application materials see: <http://dli.mt.gov/jobopenings/>. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.

Duties:

This position investigates complaints of discrimination to resolve allegations of discriminatory practices. Conducts thorough, complete, and neutral investigation of individual cases or patterns and practices of discrimination, including attempting to resolve cases through mediation. Analyzes evidence and prepares written reports and recommendations based on investigation findings. Conducts on site visits, fact finding conferences and mediation conferences. May be requested to provide informational and educational presentations.

Competencies:

The successful incumbent should have knowledge, skills and the ability to understand and interpret statutes, regulations, principles, policies and procedures involved in enforcing laws prohibiting discrimination. Must have skills in technical writing, time-management, and conducting effective interviews. Must have the ability to interpret and apply guidance, rules and agency policy; communicate effectively orally and in writing; establish and maintain effective working relationships with employees, other agencies and the public; mediate and conciliate with parties to cases; analyze cases to determine information to be gathered in an investigation and to determine the conclusions to be drawn from the information gathered; and work independently in an organized manner.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a combination of education and experience equivalent to a Bachelor degree in an area emphasizing analytical, written and communication skills and one year experience in working with discrimination/investigations or other related fields. Other combinations of relative education and experience equivalent to five years will be considered. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Additional Materials: (identified with name and position number):

1. Cover Letter
2. Resume

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

*Please put your name and the position and position number you are applying for at the top of project description. The space provided on this announcement has limited space. You may send your supplement response via email or postal mail using the addresses provided on the front page of the job posting.

1. Describe a project or activity you have completed that illustrates your ability to work independently, plan an activity, gather and analyze complex information, and to make recommendations based upon your analysis.

- Describe the problem to be solved or the objective to be achieved.
- Describe what you did and when.
- State the outcome or result of your action.
- Estimate the percentage directly attributable to you for the outcome of the activity.
- Provide the name, address, and telephone number of someone who can verify your participation in the project.

Please note, your response to this question will be reviewed for content as well as your writing skills.